

# HVAC - Record Drawing Guidelines

Division 230000-7

In addition to the requirements outlined in previous chapters of the Procedures Manual, the following guidelines are presented below to communicate additional record drawing expectations for Heating, Ventilation and Air Conditioning (HVAC).

## **Division 23 HVAC Additional Record Drawing Guidelines**

- Floor Plans: Record drawings shall:
  - Present contact information for warranty service provider.
  - Identify room numbers that reflect identifiers corresponding to Owner's installed labeling.
  - Reflect locations of building service piping isolation valves and control components.
  - Reflect locations of air systems fire, smoke, back-draft and control dampers and air system control components.
  - Reflect location of any HVAC system MSDS information, service logs, system schematic presentations and inspection/permit certificate postings.
  - Reflect location of any HVAC system treatment chemical storage.
  - Reflect location of flue vent piping for fired air, water or steam heating devices.
  - Locate all serviceable equipment on the drawings with a unique identifier connecting the equipment location to its corresponding manufacturer, model and serial number information, which is to be presented on the plans or in the drawing schedules.
  - Locate all isolation and control valves on the record drawings consistent with the valve tagging information.
  - Record all direct digital control addressing information with the equipment tagging on the plans.
- Schedules: All manufacturer and model references are to reflect information for installed devices in lieu of specified devices.
- Other Drawings:
  - Record P&ID and System Airflow diagrams are to refer to the manufacturer, model and serial number information of the instruments and control devices installed. Record all instrumentation setup, range and scaling parameters on the P&ID or by reference to appropriate drawing included in the record drawing set.
  - Record P&ID and System Airflow diagram component direct digital address information or communication protocol identifier information (not including user name or password information) on the record drawings, unless prohibited by the Using Agency.